

Resident Independent Bill Reviewer – Individual (Initial License)

If you held a HI Resident Independent Bill Reviewer license that was inactivated within two years, refer to “Resident Independent Bill Reviewer – Individual (License Reactivation)”.

Before submitting your application:

1. You must hold credentials as a Certified Professional Coder granted by the American Academy of Professional Coders or American Health Information Management Association.
2. Obtain fingerprints.
Contact our fingerprinting vendor, FieldPrint, to schedule an appointment. Call toll free at 877-614-4364. Or, go online at <http://www.fieldprinthawaii.com>. Fees for fingerprinting (including state and federal fees) are collected by FieldPrint.

A complete paper application includes:

1. Form HPL – Hawaii Application for Individual Insurance License. Or, NAIC Uniform Application. Submit one with original signature.
http://hawaii.gov/dcca/areas/ins/producers/forms/ins_agent_forms_hpl.pdf
2. Submit evidence that you hold credentials as a Certified Professional Coder granted by the American Academy of Professional Coders or American Health Information Management Association.
3. Licensing Fees.
http://hawaii.gov/dcca/ins/producers/fees/2010_IBR-20101020.pdf
Make check payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS.

For more information, refer to the Hawaii Revised Statutes, including:
[§431:9](#)